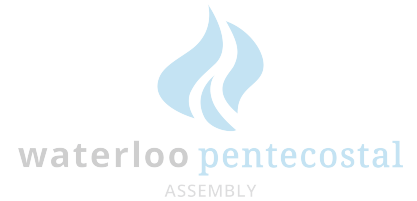


RENTAL AGREEMENT



Between:

Waterloo Pentecostal Assembly (hereinafter 'WPA')

-and-

_____ (hereinafter the 'Renters')

The ministries of Waterloo Pentecostal Assembly (hereafter 'WPA') are the first priority for the use of our facilities. WPA facilities as herein defined to include all buildings, physical structures, parking lot and lands. The Renters acknowledge that the facilities of WPA are used by the members for religious and spiritual purposes and that sensitivities related to such member use must be respected by Renters (or prospective Renters) at all times, whether or not they agree with the religious or spiritual views of WPA.

Subject to stated restrictions, WPA will consider renting the specified areas of its facilities for the following single use purposes:

- conferences and meetings of for profit businesses and organizations
 - meetings or community events for government, municipal or social service organizations or agencies
 - services or ceremonies for universities, colleges, public or private schools
 - conferences, meetings, presentations, concerts, or ceremonies of not-for-profit and charity organizations
 - weddings, wedding receptions and funerals
 - birthday parties, anniversaries, retirements and other personal celebrations

Facilities in whole or in part will not be rented for the following purposes:

- regular daily, weekly or monthly events requiring an ongoing obligation, such as dance classes, daycare, network meetings etc., of any organization or individual
- any event that will, in the sole discretion of the WPA Board, contravene WPA's values, morals, ethics, or Christian beliefs as stated in its General Operating By-law and policies, and as set out in the Statement of Faith of the Pentecostal Assemblies of Canada. It is the responsibility of the Renters to determine beforehand whether the event will be in contravention and, if in doubt, to seek guidance from WPA with respect thereto. WPA reserves the right to cancel any rental agreement at any time without advance notice to the renter, should WPA become aware of such a contravention.
- any event wherein the Administrator of WPA reserves the right in their sole discretion to accept or reject the rental request of any organization or individual with or without cause or explanation for so doing, and without consideration, regard or with respect to any other prior allowance for previous rental of the facilities in whole or in part (the reservation of this right applies to each prospective rental, will be determined on an individual basis, and will not set a precedent with respect to any future rentals).

Restrictions associated with rental:

- Sports activities must be preapproved and limited to the specified activity, and there are to be no sports activities outside of the gym
- There is no smoking within the buildings or under the carport of WPA
- Individuals/groups may not bring or consume alcohol or bring or use non-medical drugs on

- There is no smoking within the buildings or under the carport of WPA
- Individuals/groups may not bring or consume alcohol or bring or use non-medical drugs on the premises and the renter is responsible for ensuring such use does not take place. Although legal, medical marijuana cannot be used anywhere in or on the WPA facilities
- The burning of candles or open flame is not allowed within the facilities or grounds of WPA
- There will be no food preparation in the facilities (including kitchens). All food for events must be prepared off site and ahead of time, and served as is. If the kitchen(s) are rented, food can be kept warm. If food is prepared off site, signage will be placed in a prominent location visible to all attendees advising that food to be consumed was prepared away from the WPA facility
- Renters cannot use the WPA branding
- WPA will not advertise any outside event
- Any equipment rental or requirements for technical support will require WPA staff or their designates to operate. Additional fees will be associated with this.
- No food or drink is allowed in the sanctuary
- Normal rental hours of operation are 8:30 a.m. to 10:00 p.m. Special arrangements need to be made if any activity requires adjustment to these hours
- Renters agree to leave the premises in a clean, presentable condition. Washrooms are to be kept clean and tidy
- Renters will be responsible for cleaning up before the group leaves; otherwise, part or all of the deposit may be retained as compensation for the inconvenience and/or expense of cleaning up
- Renters agree to assume full responsibility for any loss or damage caused by their action or neglect or that of participants at the event, whether such loss or damage is to the WPA facilities, participants at the event or to other third parties, and to make full restitution, including agreeing to indemnify and save harmless WPA from any actions, claims or law suits arising there from
- Individuals/groups must only use the area of the facilities outlined in the booking agreement. Additional rooms are off limits
- Renters agree to waive all rights to claim against WPA for any loss or damage to property, owned or in the custody or control of the renting individual or group, or belonging to participants at the event. Renters agree to indemnify and save harmless WPA for any loss, damage, injury or death to any of their group members as a result of any act or omission on the part of WPA
- Renters will provide WPA with a copy of a Certificate of Liability Insurance confirming their primary General Liability and, if appropriate, Tenant's Legal Liability coverage and, if requested, the inclusion of the Church as an additional insured

Sanctuary

- No changes will be allowed to the platform. Black curtains may be put up at an additional charge
- Under no circumstances is the piano to be moved
- Under no circumstances can the sanctuary's legal occupancy limit of 750 be exceeded
- Sound/volume levels must be within acceptable limits of 90dBA or less. During worship they should not exceed 96dBA.

ROOM RENTAL FEE SCHEDULE
And Security Deposit agreement

Name of Contact _____

Telephone: _____

Renters: _____

Date Required: _____

Time Required: _____

Time Event Ends: _____

Time Required: _____

Time Event Ends: _____

Area	Fee Per Hour	Number of Hours Event Length	Total Cost Setup/Cleanup
Sanctuary	\$125		\$375
Gym	\$100		\$100 - \$300
Fellowship Hall	\$40		\$80
Meeting Rooms	\$40		\$80
Main Kitchen	\$40		\$100

Rental fee includes one hour prior to the event for setup and one hour after for tear down. Additional time will be charged at \$25 per hour.

A Security Deposit of \$500.00 will be charged at the discretion of the Administrator and will be fully refundable within the two weeks following the event. The security deposit will be retained by WPA either in full or in part, at the discretion of the Administrator if there is:

- a) any violation of WPA facility usage or health and safety policy, or this agreement
- b) any event that runs over schedule
- c) any damage incurred in the course of the event
- d) clean up is not done or is unsatisfactorily done

Renter agrees to completely reimburse WPA for the cost of any repairs (including charges of shipping, labor and parts) necessitated by any damage to the sound equipment and or instruments, occurring during the Rental Period (other than damage which, in the sole judgment of WPA, is due to ordinary usage). Additionally, if any or all of the equipment or instruments are damaged beyond repair, or are lost or stolen during the Rental Period, Renter agrees to reimburse WPA for the full cost of replacing such equipment. Also, the Renter agrees to be responsible for rental costs of the equipment until such time as the equipment is replaced or repaired.

Renters Date: _____

If incorporated, I have authority to bind the corporation

Waterloo Pentecostal Assembly Date: _____

I have the authority to bind the corporation

- Confirmed insurance
- Confirmed no alcohol present
- Confirmed no raffles/lotteries/games of chance
- Confirmation that the individual is over 18 years of age, and the individual signing the agreement will be present throughout the event.
- Confirmation that the renter has been advised that candles or open flames during event are prohibited.
- Confirmation that the renter has read the document and understands the requirements
- Room setup requirements
- Deposit

